



USER GUIDE

HowTheMarketWorks.com

WELCOME! This free site was created to help you and your students learn **How The Market Works!** There will never be any cost to you, and you can use it as long as you wish.

Registration Process – 5 Simple Steps!!

1. Everyone can always register for free on www.HowTheMarketWorks.com.
2. After registering, follow the link to create a Private Classroom Contest with your own contest password. Here you will be asked to set:
 - The start and stop date of your trading – anywhere from one day to one full year – it's up to you!
 - The initial cash balance you want you/your students to start with
 - Other trading variables like commission rates.
3. After creating your private contest, the webpage will give you a customized URL for you to use to invite your students to the contest. Email them the contest link or post the link on your website or Facebook page.
4. Your students can then click on that link to join your contest. They can also go to our Contests homepage and search for the contest using the Contest Name. Students click the "Join Contest" button, which directs them to register on our site. After registering, the students can join the contest using the contest password.
5. The contest leaderboard can then be seen on the Contest Status page.

Teacher Tools, Learn Stocks, Learn ETFs, and Learn Mutual Fund links

Here students will find a series of Beginner, Intermediate and Advanced articles to help them get started. We recommend that you describe the stock market project to your students and give them at least a week to think about what stocks they might want to buy, do some research, ask their parents, read the Wall Street Journal, etc. before they start trading.

Another great idea to help you get started is to visit your local bank or brokerage office and ask if one of their licensed stock brokers could come into your class and talk to them about the stock market and what they would do if they were given a brand new brokerage account

The screenshot displays the website's navigation and data sections. On the left, there are menu categories: 'Common Questions' (Getting Started, Day Trading, Penny Stocks, Short Selling, Companies to Buy), 'STOCK INFO' (Live Quotes, Live Charts, Symbol Lookup, Stock Screener, Popular Stocks, Three Data!), 'Top 500 Companies', 'Currency Quotes', 'What is Forex', and 'RESOURCES' (Articles, Books, Newsletter, Websites). The main content area features 'Important Stock Market Terms to Help You Learn HowTheMarketWorks!' with links to terms like Ask Price, Bid Price, Dividend, Dividend Yield, P/E Ratio, EPS (earnings/share), ETF, Mutual Fund, Preferred Stock, Bond, Market Order, and Limit Order. It also includes links for 'Trading Stop Order', 'GTC Order (Good 'Til Cancel)', 'Fundamental Analysis', 'Technical Analysis', 'Gap and Saurer', and 'Double Bottom'. Below this is a 'Real-time Quotes' table for 'Portfolio for Carlos, F' with columns for Symbol, Qty, Entry, Last, Chg, Value, Gain/L, and %.

Symbol	Qty	Entry	Last	Chg	Value	Gain/L	%
AVSTXK	1	38.90	38.92	-0.29	38.92	-0.06	-0.2%
AVNY	1	24.89	26.30	0.06	26.30	2.43	38.6%
GEARF	1	104,820.00	107,000.00	0.00	107,000.00	2,483.00	2.4%
HOLX	1	44.95	27.30	0.05	27.30	-17.65	-39.3%

Below the table is a 'Real-time Quotes' section for 'AMZD' and 'GOOGL' with columns for Symbol, Qty, Entry, Last, Chg, Value, Gain/L, and %.

Symbol	Qty	Entry	Last	Chg	Value	Gain/L	%
AMZD	3	299.80	345.50	-1.80	1,036.50	-270.10	-13.3%
GOOGL	1	24.89	23.00	-0.04	23.00	-1.89	-7.3%

At the bottom, there is an 'Account Summary' section showing 'Total' as \$108,824.82 and 'Profit' as \$36,430.71. A 'Today's Top Stories from TheStreet.com' banner is visible at the very bottom.

with a large cash balance. In general, you will want your students to diversify (tell them they can't put more than 20% of their money into any one stocks) and buy at least 5 different stocks in different industries. Buying Google, Apple, IBM, Microsoft, and Intel is NOT a diversified portfolio.

Where can my students get ideas about stocks to buy? Take a look at the left column of the **How The Market Works** webpage and you will see a section called STOCK INFO. There are links there for Symbol Lookup, our Stock Screener, Popular Stocks, and the top 500 Companies. Those links are always a good place to start. Plus underneath the Account Summary box you will find the latest stories from TheStreet.com that will often have stories about the hot stocks in the market for that day.

Answers to more questions are on the **CONTESTS HELP** page:

<http://www.howthemarketworks.com/help/contest-help.php>

Other Important Notes: To keep your students' accounts secure, please make sure students **Log Out** every time they leave the classroom!

If you ever have suggestions or problems please let us know at **1-800-786-8725** or **514-871-2222**.

Frequently Asked Questions

What if my students don't have email addresses?

Just have them register on our site with fake email addresses, like john_r@fake.com.

A student forgot his/her email address or password. What do we do?

The teacher can go to the Contest Status page and click Edit User to retrieve or change the student's email and/or password.

How long is the trading period for the students and when does it begin?

Each teacher/professor sets the beginning date and ending date of their class trading period, so you can have your students trade for one day, one week, one month, one year or any time period you want!

What time does the stock market open?

The U.S. stock markets all open at 9:30 am ET and close at 4pm ET. Trades placed when the markets are closed will be executed at the next morning opening prices.

Can the students see their performance and class rankings?

Yes, after the students have registered and made at least one trade, each student's portfolio value and ranking will appear in the Review Class Rank tab.

How do I extend the contest or change its settings?

Go to the Contest Status page and click Edit Contest near the top. Most settings can then be changed, even if the contest is already running.

My students are brand new to the stock market. How do I help them get started?

Have your students visit the links to the Education Center off of the main menu on the www.HowTheMarketWorks.com site.